

FREE!

WEEKLY LETTER WRITING

WEEKLY LETTER WRITING TOPICS AND IDEAS For Teacher Reference

AUGUST	SEPTEMBER
Back to School Summer Fun National Picnic Month National Inventor Month Dollar Invented (1786) Apple Week (2nd Week) Friendship Week (8th Week)	Labor Day Star Spangled Banner (1814) First Day of Fall (28th) First Toy Store Opened Grandparent's Day (1st Sun.) Good Neighbor Day (28th) National Breakfast Month
OCTOBER	NOVEMBER
Halloween Columbus Day Fall Colors & Festivals Pumpkins Dictionary Day (16th) Family History Month National Pizza Month Magic Week (4th Week)	Thanksgiving & Good Food Football Veteran's Day Black Friday Daylight Saving's Time Family Literacy Day (1st) Game Week (8th Week) World Peace Day (17th)
DECEMBER	JANUARY
Holidays Winter Clothes Travel Gifts & Shopping Letter Writing Month Walt Disney's Birthday (5th) Chocolate Day (28th)	New Year Resolutions & Winter Weather MLK Jr. Day First Traffic Backward Day National Hob

WEEKLY LETTER WRITING EXPECTATIONS

Each week, you will receive a letter from your teacher. Included in the letter will be one or more topics that you will respond to, also in letter format! Your letter back will be due on _____ each week.

WHY DO WE WRITE LETTERS EACH WEEK?

- To get to know each other better. I'll learn more about you through your letters, and you will learn more about me by reading mine!
- To practice our writing skills in a fun and interesting way. Throughout the year, we will practice many writing styles through our letter writing.
- To reflect on what is going on in our world and in our classroom.

HOW TO DO YOUR VERY BEST LETTER WRITING

Always read through my letter several times before beginning your response. You can even jot notes on my letter so that you can brainstorm how you want to respond!

Include all 5 parts of a letter in your response and indent the first line of each new paragraph. The parts include the heading, the greeting, the body, the closing, and the signature.

Be sure to respond to all of my questions or topics. Consider highlighting all of the different questions or topics in my letter so that

SAMPLE LETTERS TO STUDENTS

September 12, 2011

Dear Third Graders,

Wow! I can't believe that this is our fifth week together. The year is flying by, and I continue to be impressed by each of you. Since the day we created our essential agreement to respect, I have seen you respect others through bucket filling and respect yourself by trying your best to learn. I have been excited by your cooperation during math rotations and novel groups. You have already showed independence by doing classroom routines without asking me for help, reading to self, and even creating your own spelling lists. This week, our IB Attitude of the week is integrity. Since we had our community challenge today, I want you to tell me about at least two examples of integrity that you noticed. They could be ways that you or others showed integrity.

As we dive into our study of regions and learn more about Flat Stanley's adventures, I also want you to think about your own dream vacation. Tell me, if you could travel anywhere in the world, where would you go? Explain to me why you would go there and what you would do. If you are not sure of a specific place you would like to visit, use details to describe a place from your imagination. Be sure to include descriptions of the geography, climate, and activities at your destination of choice. I can't wait to hear back from you!

Sincerely,
Mrs. M

I underlined the word "destination" in my letter. Use a dictionary to find out what the word means and include the definition in your letter back to me.

LETTER WRITING RUBRIC

	EXCEEDS	MEETS	PROGRESSING	BELOW
LETTER CONVENTIONS		Heading, Greeting, Body, Closing, and Signature included. First line indented.	One or two letter parts are missing.	Three or more of the six parts are missing.
TOPIC & IDEAS	All topics are covered and additional ideas or topics are included.	All topics from the original teacher letter have a response.	The letter responds to some of the original teacher topics.	The letter does not respond to the original teacher topics.
VOICE & WORD CHOICE	Excellent word choice is used and the voice of the writer shines through. The writing includes vivid images for the reader!	Vivid words are used and the writer's voice is apparent in the letter.	Some vivid words are used. The writer's voice shines through in some parts of the letter.	Vivid words are not used. The writer's voice is not apparent in the letter.
GRAMMAR & SPELLING	No mistakes in grammar or spelling.	1 or 2 mistakes in grammar or spelling.	3 to 4 mistakes in grammar or spelling.	5 or more grammar or spelling mistakes.
NEATNESS		Letter is typed or written legibly.	Some parts are difficult to read.	The entire letter is difficult to read.

Weekly homework to build community and reinforce writing skills throughout the year!



THANK YOU FOR YOUR DOWNLOAD!

I have used weekly letter writing with my students for years to encourage a tight-knit classroom and promote writing all year long. I write students a letter on Monday (see samples on pages 7-9) and they respond to me by Thursday (see rubric and expectations on pages 3 and 4). I have included monthly topics and ideas to get you started (pages 5-6). Have fun!

If you have any questions, please feel free to contact me at teachingwithamountainview@gmail.com

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- ✓ Include all 5 parts of a letter in your response and indent the first line of each new paragraph. The 5 parts include the heading, the greeting, the body, the closing, and the signature.
- ✓ Be sure to respond to all of my questions or topics. Consider highlighting all of the different questions or topics in my letter so that you are sure to respond to them all!
- ✓ Use excellent word choice and let your voice shine through your letters! Ask yourself, "Will my teacher be able to make a mental picture of what I'm talking about?" or "Will she know this is MY letter?"
- ✓ Proofread your final letter at least once before turning it in.
- ✓ Neatness counts! You may either hand write your letter or type and print it at home.

LETTER WRITING RUBRIC

AUTHOR: _____

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Back to School
Summer Fun
National Picnic Month
National Inventor Month
Dollar Invented (1786)
Apple Week (2nd Week)
Friendship Week (3rd Week)

OCTOBER

Halloween
Columbus Day
Fall Colors & Festivals
Pumpkins
Dictionary Day (16th)
Family History Month
National Pizza Month
Magic Week (4th Week)

DECEMBER

Holidays
Winter Clothes
Travel
Parties
Gifts & Shopping
Letter Writing Month
Walt Disney's Birthday (5th)
Chocolate Day (28th)

SEPTEMBER

Labor Day
Star Spangled Banner (1814)
First Day of Fall (23rd)
First Toy Store Opened
Grandparent's Day (1st Sun.)
Good Neighbor Day (28th)
National Breakfast Month

NOVEMBER

Thanksgiving & Good Food
Football
Veteran's Day
Black Friday
Daylight Saving's Time
Family Literacy Day (1st)
Game Week (3rd Week)
World Peace Day (17th)

JANUARY

New Year
Resolutions & Goals
Winter Weather
MLK Jr. Day
First Traffic Rules (1900)
Backwards Day (31st)
National Hobby Month



WEEKLY LETTER WRITING TOPICS AND IDEAS

For Teacher Reference

FEBRUARY

Valentine's Day
President's Day
Black History Month
Super Bowl
Leap Day
Winter Olympics
Fairy Tale Day (26th)
American Heart Month

APRIL

April Fool's Day
April Showers/Spring
Easter
Earth Day
Sinking of the Titanic
National Poetry Month
Astronomy Week (1st Week)
Honesty Day (30th)

JUNE

End of the Year Memories
Donut Day (1st Friday)
First Day of Summer (21st)
Father's Day
Helen Keller Born (27, 1880)
Camping Week (4th Week)

MARCH

Spring Break
St. Patrick's Day
Iditarod Sled Dog Race
Read Across America
Pi Day
Daylight Savings Time
Music in Our Schools Month
Bubblegum Week (2nd Week)

MAY

Mother's Day
Memorial Day
Cinco De Mayo
Teacher Appreciation
Clean Your Room Day (10th)
National Bike Month

TYPES OF WRITING

Persuasive
Informative/Expository
Descriptive
Narrative

SAMPLE LETTERS TO STUDENTS

September 12, 2011

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Sincerely,

Mrs. M

P.S. I underlined the word "destination" in my letter. Use a dictionary to find out what the word means and include the definition in your letter back to me.

SAMPLE LETTERS TO STUDENTS

September 26, 2011

Dear Third Grader,

Since reading The Giving Tree, I have been reflecting on whether I am more like the tree, always giving, or like the boy, always taking. I decided that I am a little bit of both. I am like the tree because I try to share my ideas and kindness with others. I am like the boy because I accept help when it is offered to me. I think it is okay to be a combination of the two; however, unlike the boy, I want to show appreciation to people who are always giving to me. Last week, our IB Attitude was appreciation. I want you all to know that I appreciate you and your commitment to growing as learners! Throughout the week, I want you to think about what you are appreciative of. ***In your letter to me, you should tell me two people you appreciate and why you appreciate them as well as one way that you appreciate the beauty of the world around you (nature).***

During our field trip to the Pioneer Museum we learned about how General William Jackson Palmer tried to encourage others to come to Colorado Springs. ***What would you say to somebody to convince him or her to come to Colorado Springs? Share what you have learned about Colorado's geography, climate, history, and natural resources to persuade (convince) somebody to come visit Colorado!*** Feel free to add your thoughts to your letter or do something else creative!



Image of General Palmer from
ColoradoVacation.com

Sincerely,

Mrs. M

SAMPLE LETTERS TO STUDENTS

August 29, 2011

Dear Terrific Third Graders,

I loved reading your letters last week! I hope you all enjoyed writing them. It was so fun to learn new things about you and read about the different ways you showed respect.

I was so busy this weekend! My husband and I picked out what the nursery for the twins will look like, and we even picked out paint for the room. On Sunday, I spent the day baking. I made zucchini bread, carrot raisin bread, and Rice Krispie Treats! I also started reading a new book, which I love so far. I hope you had a fantastic weekend, too.

You may have heard about Hurricane Irene that hit our eastern region this weekend. All of my family lives in New York, and they were hit by it, too. Their streets are flooded, and the rain just keeps on coming. Over 4 million people don't have any power. We should all keep the people who live in the eastern region in our thoughts that they stay safe!

Since the storm has been bad, everyone on the east coast has had to spend the weekend indoors. So this week, I want you to write about what you would do if you were stuck inside all weekend with no power. That means no video games, no TV, no movies, and no computers! Would you create a game with your brothers and sisters—if so, what would the game be like? Would you build something—if so, what? Be as creative and specific as you can when you describe how you would spend your weekend.

This week, our IB Attitude of the week is *cooperation*. In your letter, tell me how the people on the east coast can use cooperation to clean up after the storm.

Just a reminder—when you write your letter back to me, make sure you include the date, a greeting (Dear _____), and that you sign your name at the end.

I can't wait to read your letters!

Sincerely,

Mrs. M